

INTERNAL TITLE 5		VACANCY ANNOUNCEMENT			
Announcement Number:	2003-85	Opening Date:	05/23/03	Closing Date:	06/16/03
Position/Position Number:	MOTOR VEHICLE OPERATOR (2 positions) #1172A	Organizational Location:	FACILITIES MANAGEMENT SERVICE TEMPLE		
Salary Range:	WG-5703-6 \$12.16 - \$14.19 PER HOUR	Area of Consideration:	CURRENT EMPLOYEES OF CTVHCS		
<b>Duties and Responsibilities:</b>					
<p>Hours of duty: 8:00 a.m. –4:30 p.m. Incumbent transports patients, staff, supplies, equipment and cargo between Integrated Clinical Facilities (ICFs') buildings. Clinics, local hospitals, nursing homes and other VA and non-VA facilities. Incumbent may drive a van carrying up to 12 passengers, a wheel chair van carrying up to 4 passengers, a lie-down van, or a standard mini-van or car. Vehicles having up to 5 forward speeds and up to 6 driving wheels are used to transport patients. Vehicles operated are gasoline powered with gross weight of up to 26,000 pounds. Must be knowledgeable of proper lift techniques, utilizing the hydraulic tailgate, ensuring load capacity are within proper limits. Incumbent will be required to sign for certified mail, patient belongings and valuable and deliver to appropriate officials/individuals at designation point. Incumbent cleans and washes vehicle, checks tire pressure, and checks liquid levels (oil, gas, etc.) and adjusts as appropriate. Incumbent is responsible for ensuring that all government regulations are obeyed (i.e. "No smoking" sign in vehicles, use of safety belts, etc.). Ensures that he/she has an authorized trip ticket for each trip other than local recurring trips. <u>Physical effort:</u> Light physical effort required in bending, reaching, turning, or moving during operation of foot and hand controls. Moderate physical effort is required in handling patients in wheelchairs and cargo weighing up to 50 lbs. Incumbent required assisting patients in lifting in and out of wheelchairs, the lifting of wheelchairs for storage. Incumbent is required to change tires in an emergency, ensuring patient safety at all times. Must be able to operate clutch, air brake, and manually driven vehicles. Must be able to operate wheelchair lift. Must be able to drive for long distances and long hours. <u>Working conditions:</u> Incumbent's working space is the motor vehicle with stops at designations. Incumbent is required to work outside and is occasionally exposed to adverse weather conditions. Drives in all types of traffic and weather, unless the Director states otherwise. Drivers must be neat and courteous at all times and have the agility to deal effectively with people in a hospitable manner. Incumbent operates other vehicles and performs other duties as assigned. Is exposed to the possibility of serious accidents.</p>					
<b>Qualification Requirements:</b>					
<p>Qualifications are derived from Office of Personnel Management (OPM) Handbook X-118 or X-118C, available in Human Resources Management Service (HRMS). Applicants must have sufficient training and experience to be trusted to perform duties on own initiative under general supervision.</p> <p><b>Selectee must successfully complete a pre-employment physical.</b></p> <p><b>THIS IS A DESIGNATED RANDOM DRUG TESTED POSITION, AND SELECTEE WILL BE SUBJECTED TO RANDOM DRUG TESTS</b></p>					
<b>Rating and Ranking:</b>					
<p>Qualified candidates will be rated and ranked on the following knowledge, skills, and abilities:</p> <p>Element1: Ability to do the work of the position without more than normal supervision (screen-out element).</p> <p>Element 6 A: Skill in operation of appropriate vehicle</p> <p>Element 86A: Record of safe driving.</p> <p>Element 87. Reliability and dependability</p>					
<b>How to apply:</b>					
<p>Permanent employees who wish to be considered for this position must obtain necessary forms through the internet address: <a href="http://www.texvet.com/HRMS/forms.htm">http://www.texvet.com/HRMS/forms.htm</a> <b>VA Form 5-4078 must be received in HRMS, Temple, by close of business on closing date of announcement. VA Forms 5-4676A and 5-4667B must be received within 7 calendar days after the closing date of this announcement. APPLICANTS MUST POSSESS A VALID CLASS B DRIVER'S LICENSE AND MUST PRESENT EVIDENCE OF THIS LICENSE TO HUMAN RESOURCES MANAGEMENT SERVICE BY CLOSING DATE OF THIS ANNOUNCEMENT. APPLICANTS MUST ALSO COMPLETE AND SUBMIT CSC FORM 665 (ABILITY TO DRIVE SAFELY). APPLICATIONS LACKING ALL REQUESTED INFORMATION WILL NOT BE CONSIDERED.</b></p> <p>Please refer all questions to Lili A. Sims, Human Resources Specialist, extension 39-4432. It is the responsibility of each employee to assure that his/her Official Personnel File (OPF) is current and shows <u>ALL</u> work experience and credentials <u>prior</u> to the closing date of the announcement.</p>					
<b>THIS IS A BARGAINING UNIT POSITION.</b>					
<p>If patient needs arise, the incumbent of the above position may be reassigned to either the Waco or Marlin sites within the Central Texas Veterans Health Care System.</p> <p>This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the specialist listed above. The decision on granting reasonable accommodation will be on a case-by-case basis.</p> <p>CTVHCS is a smoke-free environment.</p> <p><b>EQUAL EMPLOYMENT OPPORTUNITY:</b> Actions to fill this position will not be based on discriminatory factors which are prohibited by law.</p>					